



David Stickney, Director of Facilities  
 Telephone: (617) 559-9000  
 FAX: (617) 559-9006  
 Email: David\_Stickney@newton.k12.ma.us

### Use of School Building – “Permit Category B”

1. Newton Community Groups
2. Newton Youth Groups
3. City Newton Municipal Departments
4. Newton Public Schools Afterschool Programs

#### Custodial Rates

<b>B Permits:</b>		RATES ARE PER CUSTODIAN HOUR (Minimum of 3 hours) PLUS Room Surcharge *				
R A T E S	<b>Municipal</b>	\$40/hour	Monday through Saturday	3 hour minimum	transfer bill	
		\$60/hour	Sundays and holidays	3 hour minimum	transfer bill	
	<b>City Youth:</b>	\$47/hour	Monday through Saturday	3 hour minimum PLUS ROOM surcharge*		
		\$47/hour	Vacation weeks - 3 hour minimum each day PLUS ROOM surcharge*			
		\$63/hour	Sundays and holidays - 3 hr. minimum PLUS ROOM surcharge*			
	<u>Requires a Roster Certification</u>					
	<b>Day Care/</b>	\$.40 per "Kid Hour" annual rate				
	<b>After School</b>	\$210 per day during school vacation weeks				
	<b>Newton Community Groups</b>					
		\$77/hour	Monday through Saturday plus ROOM surcharge*			
	\$89/hour	Sundays and holidays -	3 hour minimum plus ROOM surcharge*			
<b>Bills are sent to person whose name appears on the permit.</b>						

\* A room surcharge fee is assessed by school, by room based on the square footage plus access space per hour

Please note that the Facilities Department will make final determination of:

1. Permit category assigned to the user.
2. Amount of Custodial fees.

Custodial fees will typically be added to the requested time of your event. For example, if your event is from 7 PM – 10 PM there will be typically 30 minutes charged to unlock the doors, turn on lights and HVAC prior to the event then depending on the number attending the event and the amount of clean up an hour or more will be charged after the event. Your 3 hour event may have a custodial charge of 4 ½ hours or more.

Important: All invoices will be sent to the contact person listed on the permit by way of email.

If you have any questions about which type of permit to use, applicable fees, or need assistance completing or submitting an application, please contact:

Beverly Hall, Executive Administrative Assistant for Facilities.  
 Phone: 617-559-9000 or Email: Beverly\_Hall@newton.k12.ma.us.